**Security Guard Resume Template**

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**Seek the Challenging Position of Security Guard**

A highly talented Security Guard with huge experience in providing personal, equipment, and real property security in assigned areas; providing information, directions, and escort service as needed.

**Summary of Qualifications**

 More than five years experience.

 Great skills in utilizing building security and lock systems and    procedures.

 Excellent ability to detect problems and report information to     appropriate personnel.

 Exceptional ability to drive motor vehicles.

 Remarkable ability to understand and follow safety procedures.

 Strong ability to understand and follow specific instructions    and procedures.

 Profound ability to resolve customer complaints and concerns.

 Immense skills in providing protection services to individuals on    campus.

 In-depth ability to gather data, compile information, and    prepare reports.

 Uncommon knowledge of federal, state, and local traffic laws    and regulations governing the operation of a commercial    passenger vehicle.

 Profound ability to communicate effectively, both orally and in     writing.

**Professional Experience**

**New StoreHouse Inc., Tarrytown, NY**             2000 - Present  
  
**Security Guard**

* Patrolled assigned areas on foot or in a vehicle to ensure personal, building, and equipment security.
* Examined doors, windows, and gates to determine that they are secure.
* Informed and warned violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
* Provided escort services for visitors, students, staff, faculty, and individuals responsible for transportation of monies to or from StoreHouse's depositories as required.
* Provided public assistance, including lockout services and information.
* Watched for and reported irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked; sounded alarm during fire outbreak and the presence of unauthorized persons.
* Performed periodic checks of emergency call boxes and street lights to ensure proper functioning; reported malfunctions as required.
* Prepared routine, standardized reports.
* Drove company's vehicle, providing safe and efficient transportation of company's goods and personnel.
* Performed miscellaneous job-related duties as assigned.

**Education and Professional Training**  
  
Valid motor vehicle operator's license issued by New York State  
  
**Community School, Tarrytown, NY**  
High School Diploma (1999)